

Message Approved For Release By  
Director, HRO Beaufort "Tri-Command"

**Supervisors:** Please ensure that this announcement is posted on official bulletin boards in your work areas.

**8 SEPTEMBER 2005**

**CURRENT CIVIL SERVICE VACANCIES**

The current Civil Service Vacancy Listing can also be accessed at any time at  
[www.nhbeaufort.med.navy.mil](http://www.nhbeaufort.med.navy.mil).

**MCRD, PARRIS ISLAND**

**For additional information, contact Barbara Bernthal, HR Branch Office, MCRD, Parris Island at 228-2378.**

(2) Admin Support Clerk  
GS-303-05

CHART  
Eastern Recruiting Region, Admin Dept  
\$27,569-\$35,844 pa

Contract Specialist  
GS-1102-11

CHART & DEU (to be posted)  
Contract & Purchasing Dept  
\$50,541-\$65,704 pa

(5) Human Resources Asst (Mil/OA)  
GS-203-05

CHART  
Recruit Training Regiment  
\$27,569 - \$35,844 pa

(4) Materials Handler  
G-6907-05

CHART  
I and L Dept, Sup & Serv Div  
Clothing Br  
\$13.41-\$15.64 ph

Motor Vehicle Operator  
WG-5703-07  
Part-time 30 hr/wk

CHART & DEU (to be posted)  
I and L Dept, Motor Trans Div  
\$15.26 - \$17.79 ph

Transportation Clerk  
GS-2102-04  
Shift work

CHART & DEU (to be posted)  
I and L Dept, Motor Trans Div  
\$24,641-\$32,031 pa

**MCAS BEAUFORT**

**For additional information, contact Caterina Antonacci, HR Branch Office, MCAS Bft at 228-7272**

(3) Budget Technician GS-0561-07	CHART (Open to MCAS, BNH, MCRDPI, and 6th MCDist employees) Comptroller \$34,149-\$44,395 pa
Budget Analyst GS-0560-09	CHART (MCAS Beaufort employees only) Comptroller \$41,172-\$54,300 pa
Hazardous Material Handler WG-6501-07	CHART (Open to MCAS Beaufort employees only) NREAO \$15.26-\$17.79 per hr
Safety and Occupational Health Specialist GS-0018-12	CHART, MCAS only Safety \$60,576-\$78,745 pa
Social Counselor (Substance Abuse) GS-0101-09	CHART MCCS-SC \$41,172-\$54,300 pa
Social Counselor (Substance Abuse) GS-0101-11	CHART MCAS only MCCS-SC \$50,541-\$65,704 pa

**NAVAL HOSPITAL BEAUFORT**

**For additional information, contact Sheila Sofaly, HR Branch Office, Naval Hospital Bft, 228-5574**

Medical Support Assistant (OA) GS-0679-05	CHART DPS, Physical Therapy \$27,569-\$35,844 pa
Medical Technologist GS-0644-09	Special Recruitment (All U.S. Citizens) DPS, Laboratory \$41,172-\$54,300 pa
Pharmacy Technician (2 positions) GS-0661-05	CHART (All Appointables) Pharmacy \$27,569-\$35,844 pa

Pharmacist  
GS-0660-11

Special Recruitment (All U.S. Citizens)  
Pharmacy  
\$85,955 - \$99,527 pa

Secretary  
GS-0318-06

CHART (All Appointables)  
DFA  
\$30,731-\$39,951 pa

Support Services Specialist  
GS-0342-06

DEU (All U. S. Citizens)  
Operating Mgmt Dept.  
\$30,731-\$39,951 pa

Deputy Public Works Manager  
GS-1601-12

CHART (All Appointables)  
DFA, Public Works  
\$60,576-\$78,746 pa

#### **6<sup>TH</sup> MARINE CORPS RECRUIT DISTRICT**

None

### **HURRICANE KATRINA AND HRSC-SE "STENNIS"**

\* Stennis Space Center MS, the home for Dept of Navy's Human Resources Service Center-Southeast (usually called HRSC-SE or "Stennis"), provides human resources processing support to all Navy and Marine Corps commands and installations in the southeast continental United States. "Stennis" is located approximately 30 miles north of Gulfport MS and was in the direct path of Hurricane Katrina when the storm made landfall on 29 August. HRSC-SE "Stennis" suffered some building damage. Of greater impact, however, is that the area has no power or telephones and it is unknown when those services will be restored. Almost all of the HRSC-SE staff members live in the area directly hit by Hurricane Katrina and those who evacuated will have great difficulty returning to their homes due to bridge and road destruction.

#### **HRSC-SE WILL BE CLOSED UNTIL FURTHER NOTICE.**

\* On Tuesday 6 September, the Dept of Navy activated an HR contingency plan that transfers the personnel action workload from "Stennis" to other Dept of Navy HRSCs.

**Until further notice, support for the Beaufort "Tri-Command" (and several other Navy and Marine Corps commands) will be provided by:**

**-- HRSC-Northwest in Silverdale Washington (for recruitments, position classification, and processing personnel actions)**

**AND**

**-- HRSC-East in Portsmouth VA (for benefits and retirements).**

\* Staff members in HRO Beaufort "Tri-Command" have connected with their counterparts at HRSC-NW and are coordinating with them to get recruitments processed (in the priority order established by each Command).

We have offered to send a local HRO specialist to HRSC-NW to assist their specialists with the "Tri-Command"s recruitment workload.

\* Command requests for position **classification advisories** will be divided between HRSC-NW and local HRO staff.

\* The CHART database for employee resumes is maintained by HRSC-Southwest in San Diego CA and was NOT affected by Hurricane Katrina.

Applicants can submit or modify their CHART resumes as always.

However, we've received calls reporting **problems with using the CHART system to apply for jobs.**

We have notified the Marine Corps HR Office -- Southeast Region AND the HRSC-SW and let them know about the problems you've reported.

If you have trouble with the CHART system when applying for jobs, PLEASE CONTACT Maggie Watson, HR Assistant, at 228-3690 to let her know of the problem you are experiencing. **We will make SURE that HRSC-SW is made aware of the problem you are experiencing.**

\* If you are experiencing any **problems with the Employee Benefit Information System (EBIS) website**, please contact the HR BENEFITS LINE toll free at 1-888-320-2917. You can talk to a Benefits Line representative at 1-888-320-2917 Monday thru Friday 7:30 a.m. to 7:30 p.m.

\* We will provide news and information about HR support and the situation at DoN HRSC-SE "Stennis" as we get it.

## **SUPPORT FOLLOWING HURRICANE KATRINA**

Many disaster relief, faith communities, and service organizations are accepting donations earmarked for relief efforts following Hurricane Katrina. The Federal Employees Education and Assistance (FEEA) is accepting donations specifically for Federal employees and their families. FEEA is a non-profit organization that provides emergency financial help and assistance with education costs for federal workers and their children through funds derived mostly from federal employee contributions. Donations specifically for Federal employees affected by Hurricane Katrina can be made to Federal Employee Education & Assistance Fund (FEEA), 2005 Hurricane Fund on FEEA's web site <<http://feea.org/>>, or by sending donations: FEEA 2005 Hurricane Fund, 8441 W. Bowles Avenue, Suite 200, Littleton, CO

80123-9501. Federal employees affected by this disaster may download an Emergency Assistance application from 'FEEAs web site <<http://feea.org/>> to apply for grants and no-interest loans to help with temporary shelter, clean-up, rebuilding and other expenses. Those in need may also contact FEEA at 1-800-323-4140 or 303-933-7580.

## **FOOD FOR THOUGHT**

"All is flux; nothing stays still."

*Heraclitus (Greek philosopher of the late 6th century BC)*

"All things change; nothing perishes."

*Ovid (Ovidius, Roman poet 43 BC-17 AD)*

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## **BUT WAIT!**

## **THERE'S MORE GOOD INFO BELOW !**

### **ABOUT RECRUITMENT\$ THROUGH**

### **Dept of Navy's "CHART"**

### **HOW DO I APPLY**

### **FOR CIVIL SERVICE JOBS IN NAVY AND MARINE CORPS**

### **USING "CHART"?**

**\* You must submit your resume' to the CHART database in order to apply and be considered for CHART job announcements. It is FAR PREFERABLE to get your CHART resume' in the RESUMIX database NOW rather than waiting for a particular position to become vacant.**

**\* Frequently** check the CHART website for additional information regarding the effective date of the change. The website address is: <https://chart.donhr.navy.mil>.

**\* Log into your CHART account, click on MY RESUME and review each section of your resume to ensure it is complete and up-to-date. New choices are being added to some of the menus.**

- \* After you have made sure your resume is complete, click on SEARCH FOR JOBS to find a new job opportunity announcement you wish to apply for.
- \* SUBMIT your updated resume.
- \* Use the APPLY NOW feature to use your updated resume already on file to apply to additional announcements. The APPLY NOW feature will work for any announcement except those where the announcement number ends in -DE or -NR.
- \* Be sure to read the [Quick Tips and FAQs](#) that are posted within CHART. These provide detailed information about how to use CHART to search for and apply to DON announcements.
- \* Need to know what the qualifications are for a job you're interested in? Or do you need help in finding out the right words and terminology to use in your CHART resume? Try going to the [www.opm.gov](http://www.opm.gov) website and looking at terms used in the classification standards and qualification standards for the series and grade level of the position(s) you're interested in.

### **WHAT ELSE DO I NEED TO KNOW ABOUT "CHART"?**

- \* Open-continuous announcements (which start with "DON") are for ALL of the Department of Navy.
- \* When the HRSC--SE needs to announce a position that's not covered by a Navy-wide open continuous announcement, a stand-alone announcement open for a specified period of time will be published. Stand-alone announcement numbers will start with EA.
- \* Your resume will remain active in CHART for 6 months and you can submit it to apply to the new announcements.
- \* **Be sure to include the CORRECT SERIES of the position(s) for which you want to be considered. Failure to include the correct series may be a "fatal screen out" factor for further consideration.**
- \* **Be sure to include the LOWEST GRADE LEVEL OR PAY you are willing to accept. Some employees have shown the desired grade level or pay only to learn, too late, that doing so automatically screened them out of further consideration for lower-graded positions in which they would have been interested.**

### **HAVING PROBLEMS WITH YOUR**

### **"CHART" RESUME??**

If you're having problems with your CHART resume', contact Maggie Watson, HR Assistant, HRO at 228-3690 and she will report the problem to the office that is responsible for managing and maintaining the CHART database. Neither Ms. Watson nor the local HRO have any control over the operation of CHART. Additionally, there is no established process for applicants to report problems with CHART or to get assistance in resolving the problems. However, we want to assure you that we WILL REPORT any problem with CHART that you may be experiencing.

**ABOUT RECRUITMENT\$ THROUGH THE**  
**U.S. OFFICE OF PERSONNEL MANAGEMENT**  
**Delegated Examining Unit (DEU) PROCESS**

Some civil service positions are filled by the "DEU" recruitment process, especially positions that are hard-to-fill through with current civil service employees or other eligible candidates through "CHART".

To see (and apply) for jobs being filled through "DEU" at ALL Federal government agencies, go to [www.usajobs.opm.gov](http://www.usajobs.opm.gov). Be sure to follow the application instructions on the individual job announcement carefully as there are often different application processes at different government agencies!

For civil service positions being filled through the "DEU" process in Dept of Navy / U.S. Marine Corps only, you can also go to <https://chart.donhr.navy.mil>.

**ABOUT RECRUITMENT OF VETERANS\$**

We get a lot of questions from applicants for civil service employment that are currently on or have previously been on active duty military service. Applicants for civil service positions who have active duty military service...

-- May have civil service "status" and be eligible for recruitment through CHART under the Veterans' Readjustment Act (VRA) or the Veterans' Employment Opportunity Act (VEOA).

-- May be entitled to "veterans preference" for recruitment through OPM's DEU  
Additional information about VRA / VEOA eligibility and Veterans Preference can be found at <http://www.opm.gov/veterans/html/vetguide.asp#6>.

**ABOUT THE NATIONAL SECURITY PERSONNEL SYSTEM (NSPS)**

\*\* Civil service employees in GENERAL SCHEDULE (GS) positions ONLY at the Marine Corps Recruit Depot Parris Island, 6th Marine Corps Recruiting District, and the Marine Corps Air Station Beaufort are in NSPS Spiral 1.3 which is currently expected to go into effect in July **2006**.

\*\* A comprehensive powerpoint presentation " FUNDAMENTALS OF NSPS: An Overview of the Proposed Regulations" has been developed by the Dept of Defense and can be viewed by clicking on <http://www.cpmc.osd.mil/nsps/dlpps.asp?file=NSPSFundamentals060905.pps>. (If you have trouble accessing the presentation at this link, it is also available on DoD's NSPS website above.) The best way to go through this course is to read the information on each

slide, page-by-page, using the "PAGE DOWN" key on your keyboard. The review questions at the end of each section are helpful.

The course can be accessed from ANY computer that has Internet access and Microsoft Powerpoint software.

\*\* For official information about NSPS, click on <http://www.cpmc.osd.mil/nsps>.

### **ABOUT CIVIL SERVICE BENEFITS:**

Current civilian employees have TWO ways to access general and personal benefits information, to get retirement estimates, and to make changes for health, life and Thrift Savings Plan (TSP).

Employees can talk to a Benefits Line representative at 1-888-320-2917 Monday thru Friday 7:30 a.m. to 7:30 p.m.

Or employees can use the automated **Employee Benefits Information System (EBIS)** 24 hours a day, 365 days a year by clicking on the following website:

<http://www.civilianbenefits.hroc.navy.mil/>

Need help with EBIS? Contact the BENEFITS LINE representative at 1-888-320-2917 who can help you set up an EBIS account and navigate the EBIS webpage.

### **ABOUT THE THRIFT SAVINGS PLAN (TSP)**

As of 1 July 2005, TSP enrollment and changes can be done **at any time!**

For more information, to enroll in TSP, or to change TSP enrollments, go to

<http://www.tsp.gov/>.

OR, for enrollment assistance and question, you can call the ThriftLine or the TSP Service Office, toll free, at (877) 968-3778 (1-TSP-YOU-FRST)

### **ABOUT THE CIVILIAN EMPLOYEE ASSISTANCE PROGRAM**

#### **(CEAP):**

The Civilian Employee Assistance Program (CEAP) is a confidential program to help you get professional support for any personal concerns that may be causing problems in your personal life, your health, your job, finances, and your relationships with family and friends.

At no cost, any current civil service or NAF employee at any Marine Corps or Navy command in Beaufort SC can contact a professional CEAP counselor, any time "24/7", for private consultation, assessment, and referral to specialized resources in the community where you live for additional support and assistance. Every CEAP counselor is a professional licensed in South Carolina and selected by GHE HealthCare, an established and successful provider of Employee Assistance Programs.



To contact a CEAP counselor, simply call (toll free) 1-866-443-3277 (1-866-GHE-EAPS). For more information about the "Tri-Command" Civilian Employee Assistance Program or to contact a CEAP counselor by e-mail click on <http://www.federal solutions.com/beaufortsc/>.

## **ABOUT EMPLOYMENT VERIFICATION:**

**The use of this system is mandatory for all Navy civilian employees for business matters that require verification of your civil service employment!**

The toll free Work Number © Customer Service Center is 1-800-996-7566, Monday-Friday, 7am-8pm CST.

### **When you use it ...**

Anytime you need to have your employment or salary verified, such as when you apply for an apartment lease, car loans, mortgage, and other major loans.

### **Who receives the information ...**

Any organization (your bank, loan or credit institution, a background checking company, or even a prospective employer) that you authorize can obtain this information by calling the "The Work Number for Everyone" © or visiting <<<<[<<<<http://www.theworknumber.com>>>>](http://www.theworknumber.com)>>>> once you give them a salary key.

### **Getting a salary key ...**

Dial 1-800-EMP-AUTH (1-800-367-2884) or go to <<<<[<<<<http://www.theworknumber.com>>>>](http://www.theworknumber.com)>>>>

You can obtain up to three salary keys. If unused, they will expire after six months.

When prompted enter: Department of Defense Code: 10365; Your Social Security Number and your 4-digit Pin: Month and Day of Birthday (MMDD) format, for example March 27 would be entered as "0327". **Some employees may not be able to access The Work Number by**

**entering the four-digit, numerical month/day (MMDD) of birth as the default**

**PIN. You should still be able to access the system by entering the four-digit,**

**numerical month/year (MMYY) of birth as your PIN.** Then change your PIN to any 4-8

digit number. Receive your salary key ... If using the telephone, have a pen and paper handy so you can write down the salary key (a six-digit number that will be voiced to you.) If using the Internet, the salary key will be shown to you. Simply give this number to the organization requesting the employment or salary verification.

### **Types of employment verification...**

**BASIC:** Verifies that you are an DOD employee, spells your name, and provides your most recent start date, how long you have been employed and your job title.

**BASIC PLUS:** In addition to above, provides current salary information.

**FULL:** This option provides all of the above in addition to your gross earnings YTD and your salary history for the prior two years if available.

## **ABOUT HRO BEAUFORT "TRI-COMMAND"**

**(A satellite of Marine Corps Civilian Human Resources Office -- Southeast Region)**

**Alphabetical Directory of HRO Staff Members**

**Commercial Area Code for all numbers is 843-; DSN prefix is 335-.**

**MAIN HRO NUMBER: 228-2217**

**(Follow prompts for the staff member you'd like to contact or to get other information.)**

**Antonacci**, Caterina, Recruitment and Placement Specialist, MCAS Branch Office, 228-7272

**Bernthal**, Barbara, Recruitment, Placement, Classification Specialist, PI Office, Bldg 286, 228-2378

**Brandau**, Nancy, Director, PI Office, Bldg 286, 228-2203

**Golson**, Cynthia, EEO Manager, PI Office, Bldg 286, 228-2647

**Najmowski**, Jessica, Labor & Employee Relations Specialist, MCAS Branch Office, 228-7090

**Oliver**, Cynthia, HR Programs / Workers Comp Specialist, PI Office, Bldg 286, 228-4180

**Sofaly**, Sheila, Recruitment, Placement, Classification Specialist, BNH Branch Office, 228-5574

**Watson**, Maggie, HR Assistant, PI Office, Bldg 286, 228-3690

**Witmer**, Norm Labor & Employee Relations Specialist, PI Office, Bldg 286, 228-2185